

**WALKER COUNTY DEPARTMENT OF EDUCATION
FACILITIES & OPERATIONS**

MEMO

DATE: FEBRUARY 18, 2022

TO: ALL VENDORS

FROM: KELIA KIMBELL, FACILITIES & OPERATIONS – WAREHOUSE

RE: INSTRUCTIONAL SAMPLES – BID #22-01

Please submit a sample of the products listed below no later than bid opening day. Samples that are delivered late will not be considered. We would appreciate your immediate cooperation in this matter, as this will expedite the entire bidding and selection process. Please indicate, on EACH sample submitted, VENDOR NAME, BID NUMBER, and WALKER COUNTY SCHOOL SYSTEM ITEM NUMBER of the product. **If another vendor submits samples on your behalf, PLEASE have them include your company name on each sample so that we know they are for your bid packet. If they are not labeled, we have no way of knowing who they were sent to represent. FAILURE TO LABEL PRODUCT CORRECTLY MAY RESULT IN DISQUALIFICATION FROM THE BID.**

The purpose of requesting samples is so that we can compare the quality of the products included in each bid submittal. **If samples are not provided, it is difficult to determine the quality of the items, which may result in your company not being awarded the bid even if you are the low bidder.** Please provide samples for our evaluation as requested. **NOTE: IF A PARTICULAR BRAND IS REQUESTED, DO NOT INCLUDE A PRICE FOR ALTERNATIVE BRANDS. IF YOU WIN THE BID AND DO NOT SUPPLY THE SAMPLES OR DO NOT PROVIDE THE SAME ITEMS SENT AS A SAMPLE, YOU WILL BE RESPONSIBLE FOR MAKING THE ORDER RIGHT AT NO COST TO WALKER COUNTY BOARD OF EDUCATION.**

WCSOE ITEM #	DESCRIPTION	ADDITIONAL DESCRIPTION (PACKAGING QTY IS SUGGESTED NOT REQUIRED)
IN-001	PAPER DUPLICATOR - WHITE	8.5 X 11 - 10 REAMS/CASE 840/TRUCK LOAD
IN-003 – 003E	PAPER DUPLICATOR - COLORS	8.5 X 11 - PASTEL COLORS – BLUE, GREEN, PINK, CANARY, GOLDENROD, AND BUFF.
IN-004	PAPER DUPLICATOR – WHITE	8.5 X 14 – 10 REAMS/CASE 500 SHEETS/REAM
IN-009	PAPER - 4TH GR WRITING PAPER	TABLET - 72 TABLETS/CASE
IN-011	CHART TABLET 24"X32" - 1" RULE	25 SHEETS PER PAD - 2 HOLE - 12/CASE
IN-026	BULLETIN BOARD PAPER - RED	36" X 1000 FT - PACON 67031
IN-041M	CONSTRUCTION PAPER - WHITE	Please specify which type you are bidding. We realize that Riverside has changed. However, we do want a quality product and not necessarily the cheapest. We will compare price and quality.
IN-042	POSTER BOARD - WHITE	22" X 28" 100 SHEETS/CASE
IN-043F	POSTER BOARD - DARK BLUE	22" X 28" 100 SHEETS/CASE

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IN-048	FILE FOLDERS - MANILA	LETTER 100/BOX - 5 BOXES/CASE
IN-059	ENVELOPE - WHITE #10	500 ENVELOPES/BOX - 5 BOXES/CASE
IN-060	INDEX CARDS - 3 X 5 - WHITE	RULED - ONE SIDED - 100/PK - 100PK/CASE
IN-061	INDEX CARDS - 4 X 6 - WHITE	RULED - ONE SIDED - 60PK/CASE
IN-075	CRAYONS - LARGE PRIMARY 8 PACK	CRAYOLA #2108 - ANTI-ROLL 24 BOXES/CASE
IN-076	CRAYONS - STANDARD SIZE 8 PACK	CRAYOLA #8 - 12 BOXES/PACK 288 BOXES/CASE
IN-077	CRAYONS - STANDARD SIZE 16 PK	CRAYOLA #16 - 12 BOXES/PACK 144 BOXES/CASE
IN-078	MARKERS - CRAYOLA 8 PACK	ASSORTED COLORS - 24 PK/CASE
IN-080	PEN - FELT TIP - BLACK FLAIR	BY DOZEN ONLY - 12 DZ/CASE
IN-085	PEN - PILOT G2 GEL - BLACK	RETRACTABLE ROLLER BALL FINE 72 DZ/CASE
IN-086	PENCIL - #2 LEAD W/ERASER	DIXON 14412 144/BOX 20 BOXES/CASE
IN-086A	PENCIL- COLORED - 12 PER PACK	CRAYOLA - ASSORTED COLORS 48 PACKS/CASE
IN-087	PENCIL TOP ERASERS - ASSORTED NOT JUST PINK	72 PK/CASE NOT JUST PINK
IN-092	SCISSORS - OFFICE SHEARS	ADULT SIZE 12/box OR 100/CASE
IN-092A	SCISSORS – STUDENT SAFETY	72 PAIR/CASE
IN-093	HOLE PUNCH - SINGLE	1/4" SPRING ACTION - 12/BOX
IN-094	HOLE PUNCH - 3 HOLES	NICKLE PLATED HEADS - STEEL CONSTRUCTION 24/CASE
IN-096	STAPLER – DESK	SWINGLINE 767, 747 OR EQUAL 12/CASE
IN-099	ERASER – WHITEBOARD ERASER	240/CASE PREFER MAGNETIC BUT NOT REQUIRED
IN-100	MASKING TAPE - 1" X 60 YD	36 ROLLS/CASE
IN-108	PAPER CLIPS #2 JUMBO	10 BOXES/PACK – 5 OR 10 PACKS/CASE
IN-110A-I	PAINT - TEMPRA - ORANGE	PREMIER CRAYOLA - 16 OZ. 12/BOX – 110A - 54-1216-036 ORANGE, 110B - 54-1216-044 GREEN, 110C - 54-1216-040 VIOLET, 110D - 54-1216-038 RED, 110E - 54-1216-042 BLUE, 110F - 54-1216-053 WHITE, 110H - 54-1216-051 BLACK, & 110I - 54-1216-084 SILVER.
IN-118	MODELING CLAY - 1 LB. BOX 12/BOX	WITH 4 CUBES CRAYOLA #300 12/BOX
IN-119A	LAMINATING FILM - 1" CORE	25 X 500 4 ROLLS/CASE
IN-129	CLIP BOARD - LETTER	9.5 X 12.5 - 1/8" THICK 24/CASE
IN-131	ADDING MACHINE TAPE 2 ¼"	
IN-139	INDEX CARDS 4 X 6 RULED	GREEN
IN-140 & 140C	INDEX CARDS 5 X 8 RULED	GREEN & CHERRY
IN-168	SHARPIE - 4 COLOR SET FINE POINT	SHARPIE ONLY
IN-168C	SHARPIE - BLACK FINE POINT	SANFORD - ODERLESS - QUICK DRY 12 DZ/CASE

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IN-173	HIGHLIGHTER - YELLOW	BY DOZEN ONLY 24 DZ/CASE
IN-174A	POST-IT PADS - YELLOW 3 X 3	3M ONLY #654EG - 12/PACK 72/CASE
IN-175	DRY ERASE MARKERS - BLACK	EXPO ONLY FOR WHITE BOARDS 144/CASE
IN-175C	DRY ERASE MARKERS - ASSORTED	8 COLOR SET FOR WHITE BOARDS 12 SETS/CASE EXPO 80078
IN-176	HANG-UP STORAGE BAG 13.5" X13"	FOR BOOKS, RECORDS CASSETTES
IN-200	THREE PRONG POCKET FOLDER	25 FOLDERS/BOX - 5 BOXES/CASE – BRIGHT COLORS ONLY NOT DULL.
IN-202	CORRECTION TAPE – WHITE	BIC BRAND ONLY
IN-210, 211, 212	BINDER 1", 2", & 3" 3-RING WHITE	CLEAR VIEW D RINGS
IN-215	TABS - WHITE 8 TAB SETS	48/CASE – PLEASE BID WHITE TABS <u>ONLY</u>.